



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 1730.5D
REL
31 Oct 95

AIR STATION ORDER 1730.5D

From: Commanding General
To: Distribution List

Subj: CHAPEL FACILITIES USAGE

Ref: (a) SECNAVINST 1730.7A (NOTAL)
(b) MCO 1730.6C
(c) AirStaO 1730.1F
(d) AirStaO 1752.16

Encl: (1) Application for Use of Memorial Chapel/Spaces
(2) Memorandum of Understanding for Using Memorial Chapel
(3) Wedding Application
(4) Memorandum of Understanding for Weddings at Memorial Chapel
(5) Application for Use of Building 229
(6) Memorandum of Understanding for Using Building 229

1. Purpose. To establish policies and procedures for using Memorial Chapel (Bldg 100) and The Meeting Place (Bldg 229) at Marine Corps Air Station, Cherry Point.

2. Cancellation. AirStaO 1730.5C.

3. Background. Buildings 100 and 229 are provided by the Marine Corps in support of its historic policy, as set forth in references (a) and (b), ensuring Marines and Sailors have places and opportunities for the free exercise of their religion.

4. Policy. In keeping with the Marine Corps' intent and the Commanding General's responsibility of providing opportunities for the free exercise of religion, the primary use of Memorial Chapel will be for worship services and other elements in the Command Religious Program (CRP). The use of Memorial Chapel or The Meeting Place for special religious services or ceremonies (e.g., weddings, funerals/memorial services, bar/bat mitzvahs, baptisms, etc.) or for other non-religious events will only be scheduled on a not-to-interfere basis with regularly scheduled CRP worship services or activities.

5. Responsibilities. The Command Chaplain will act as the designated representative of the Commanding General in approving/scheduling use of any of the spaces in Bldgs 100 and 229.

31 Oct 95

6. Eligibility

a. All persons who have been authorized access to MCAS Cherry Point may visit the Chapel, attend any regularly scheduled services, or enter for private meditation.

b. Weddings, funerals, baptisms, and other special services may be scheduled when the primary participants are one of the following:

(1) Active duty, ready reserve, or retired military personnel.

(2) Dependents of active duty or retired military personnel, who hold a valid military identification card (DD Form 1173) at the time of the requested event.

(3) Persons who regularly attend worship services at Memorial Chapel:

(4) Others, with the permission of the Commanding General or the Command Chaplain.

c. Any eligible person who reserves the Chapel or The Meeting Place by filling out the appropriate application form with its Memorandum of Understanding, enclosures (1) through (6), becomes the **"responsible party"** for ensuring compliance with all conditions in the Memorandum of Understanding.

d. In accordance with policy guidance in references (a) through (d), chaplains conduct public worship according to the manner and form of the faith group of which he or she is a member. Special religious services or ceremonies are conducted by a chaplain only when they conform to the policies and procedures of his/her ecclesiastical authorities. Arrangements for use of the Chapel and its spaces are separate from expectations that any chaplain assigned to MCAS will officiate or participate in the ceremony or event. Requests for chaplain services should be made directly to the chaplain concerned.

e. Eligible personnel may invite civilian clergy to conduct, officiate at, or participate in religious ceremonies or special events. The Command Chaplain will coordinate, as necessary, with such clergy.

7. Summary of Revision. This Order has been reformatted and contains administrative changes. The modifications to this Order are as follows:

References

a. Originator's code changed from SCHP to REL.

b. Reference (b) canceled MCO 1730.6B.

31 Oct 95

c. Reference (c) changed originator's code to REL and made changes to concurrence paragraph.

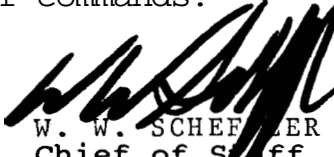
d. Reference (d) changed the time and length of the program as well as a topic title in enclosure (1).

e. Added enclosures (5) and (6).

f. Paragraph 1. Added The Meeting Place (Bldg 229).

g. Paragraph 4. Added The Meeting Place (Bldg 229).

8. Concurrence. The Commanding General, 2d Marine Aircraft Wing; the Commanding Officers, 12th Dental Company, Naval Aviation Depot, and Combat Service Support Detachment 21 concur with this Order insofar as it pertains to members of their commands.



W. W. SCHEFFLER
Chief of Staff

DISTRIBUTION: A-2 less 2d MAW,
2d MAW A

31 Oct 95

APPLICATION FOR USE OF MEMORIAL CHAPEL/SPACES

TODAY'S DATE _____ PHONE NO. _____

NAME OF REQUESTING ELIGIBLE PATRON _____

RANK/RATE _____ ACTIVE DUTY[] READY RESERVE[] RETIRED[] OTHER[]

DUTY STATION/RESERVE COMPONENT _____

TYPE OF CEREMONY/EVENT _____

DATE OF CEREMONY/EVENT _____ TIME: _____ TO _____

LOCATION REQUESTED: [] MAIN CHAPEL
[] ST. MICHAEL'S CHAPEL (Catholic)
[] FELLOWSHIP CHAPEL
[] KITCHEN AREA

NUMBER OF GUESTS/PARTICIPANTS _____

SPECIAL EQUIPMENT, SET-UP, ETC. _____

IF THE REQUESTED CEREMONY/EVENT IS RELIGIOUS IN NATURE, FAITH GROUP
OR DENOMINATION: _____

ARE YOU REQUESTING AN MCAS CHAPLAIN? _____ IF YES, WHOM? _____

IF APPLICABLE, NAME OF CIVILIAN CLERGYPERSON INVOLVED IN CEREMONY/
EVENT _____

IF KNOWN, ADDRESS _____ PHONE _____

I HAVE READ THE "GUIDELINES FOR USING MEMORIAL CHAPEL, BLDG 100"
AND WILL COMPLY WITH ALL RULES.

SIGNATURE_____
DATE

* * * * *

Application Approved/Disapproved _____ Date _____

ENCLOSURE (1)

31 Oct 95

MEMORANDUM OF UNDERSTANDING FOR USING MEMORIAL CHAPEL

1. No decorations will be used which require the use of nails, staples, tacks, or tape to affix them to any part of the Chapel or its furnishings.
2. Military ceremonies involving the use of weapons are not appropriate within a place of worship. Ceremonies (e.g., an Arch of Swords) may be formed outside the Chapel. Color Guards will not carry rifles inside the Chapel.
3. Smoking and the use of alcoholic beverages (except altar wine) are prohibited.
4. For your/their convenience, a list of guests or vendors for the ceremony/event who will be driving vehicles without DOD stickers should be provided to the Provost Marshal for the Pass and Identification Office five working days prior to the event.
5. All personal items are to be removed from the Chapel spaces immediately after the ceremony/event.
6. By Naval Regulations, neither Chaplains nor Religious Program Specialists (RPs) may accept money or gifts for their services. However, donations may be given to the Chapel Religious Offering Fund for use in charitable projects. Such checks should be made payable to "MCAS Religious Offering Fund" and may be given to the Duty RP, or drop it in the collection.
7. All Chapel spaces are to be returned to the condition they were in prior to your scheduled ceremony/event. Any cleaning required to restore the spaces appearance or repairs necessary due to damage will be charged to the sponsor of the event.

ENCLOSURE (2)

AirStaO 1730.5D
31 Oct 95

WEDDING APPLICATION

TODAY'S DATE _____

REQUEST FOR MAIN CHAPEL _____ ST. MICHAEL'S _____ FELLOWSHIP CHAPEL _____

DATE AND TIME REQUESTED FOR WEDDING _____

DATE AND TIME REQUESTED FOR REHEARSAL _____

GROOM: NAME _____ RANK _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

ACTIVE DUTY _____ READY RESERVE _____ RETIRED _____ DEPENDENT _____

USMC _____ USN _____ OTHER _____ DUTY STATION _____

RELIGIOUS AFFILIATION _____

BRIDE: NAME _____ RANK _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

ACTIVE DUTY _____ READY RESERVE _____ RETIRED _____ DEPENDENT _____

USMC _____ USN _____ OTHER _____ DUTY STATION _____

RELIGIOUS AFFILIATION _____

ARE YOU REQUESTING AN MCAS CHAPLAIN? _____ IF YES, WHOM? _____

IF NOT, NAME AND CHURCH OF CIVILIAN MINISTER OR OTHER CHAPLAIN WHO
WILL OFFICIATE AS WELL AS TELEPHONE NUMBER _____

UNIFORM OR CIVILIAN ATTIRE? GROOM: _____ BRIDE: _____

TOTAL NUMBER IN BRIDAL PARTY INCLUDING BRIDE AND GROOM _____

EXPECTED NUMBER OF GUESTS _____

ENCLOSURE (3)

AirStaO 1730.5D

31 Oct 95

NAME OF SPONSORING SERVICE MEMBER IF OTHER THAN BRIDE OR GROOM:

NAME _____ RANK _____

ACTIVE DUTY _____ READY RESERVE _____ RETIRED _____ OTHER _____

SPONSORING PERSON: I have read the "Memorandum of Understanding for Weddings" and will comply with all rules for Chapel use.

SIGNATURE DATE
* * * * *

Application Approved/Disapproved _____ Date _____

ENCLOSURE (3)

31 Oct 95

MEMORANDUM OF UNDERSTANDING FOR WEDDINGS AT MEMORIAL CHAPEL

1. A request for the services of a chaplain is made directly with the specific chaplain and is separate from the request for the use of the Chapel. Chaplains conduct/participate in services according to regulations of the faith group of which he or she is a member. In order to satisfy specific pre-marriage requirements, couples should plan their wedding and make Chapel reservations/chaplain arrangements as far in advance as practical -- usually several months for Protestants and six months for Catholics. (Also see the requirement in paragraph 23 below.) Arrangements with invited civilian clergy to officiate should be given, as a matter of courtesy, to the Command Chaplain.
2. Weddings will normally be scheduled for Saturdays to start at 1000, 1200, 1400, and 1800. Exceptions to these times require the approval of the Command Chaplain.
3. The Chapel will be available one hour prior to the wedding for setting up floral arrangements, dressing, etc. (NOTE: Memorial Chapel has only very limited [and quite frankly, inadequate] space for a bridal party to use for dressing.) Bridal parties are expected to vacate the Chapel one hour after their scheduled wedding time.
4. Rehearsals, if desired/needed, will normally be scheduled Fridays at 1600, 1700, and 1800. Times are **"reserved"** on a first-come-first-served basis. Other times are "by exception" and require Command Chaplain approval.
5. Military ceremonies involving the use of weapons are not appropriate within a place of worship. Therefore, in a "military wedding," the Arch of Swords will only be formed outside the Chapel. (Nor will military members wear their swords in the Chapel during the ceremony; they should leave their swords on a table in the Chapel entranceway so that they are easily accessible to form the Arch of Swords outside after the ceremony.)
6. No decorations will be used which require the use of nails, staples, tacks, or tape to affix them to any part of the Chapel or its furnishings. No permanent Chapel furnishings (e.g., piano, pews, chairs, ecclesiastical hangings, etc.) shall be displaced or removed without prior approval of the Command Chaplain.
7. No rose petals, flower buds, etc. (either real or silk) are to be scattered on the aisles.
8. No rice, birdseed, or confetti will be thrown on the Chapel premises -- no exceptions.

ENCLOSURE (4)

31 Oct 95

9. No liquor (except altar wine) is permitted in the Chapel building in any of its spaces -- no exceptions.
10. No smoking is permitted anywhere in Memorial Chapel.
11. The Chaplains' Office will provide the name of the Chapel Organist and Music Director for those couples desiring organ music and special vocal selections. Arrangements for their services and payment of their fees is the responsibility of the bridal couple.
12. For your/their convenience, a list of guests or vendors (e.g., a florist) who will be driving vehicles without DOD stickers should be provided to the Provost Marshal for the Pass and Identification Office at least five (5) working days prior to the scheduled wedding date.
13. The officiating chaplain/clergy will determine when and where photographs may be taken during the ceremony (also guidance for the use of video cameras).
14. The Chapel has one floor-standing and one altar-size three-candle "unity candle" holder. The Chapel does not, however, furnish the candles. Couples who desire to use candles as a part of their wedding ceremony may purchase the large candle (3" base) and the two side candles (7/8" base) at local religious supply stores or gift shops.
15. The Chapel has two 7-candle candelabras; both are gold color, and can be used on the altar. The Chapel does not, however, furnish these candles. If standing floor-type candelabras are desired, they may be rented through a florist. The Chapel also has several artificial flower arrangements available for your use and various microphones for sound amplification.
16. The Chapel does not have an aisle runner. Should you desire to use a runner, you will be responsible for its rental/purchase and removal after the ceremony.
17. The Chapel will provide a table for a wedding guest book if desired.
18. Receptions cannot be accommodated at the Chapel.
19. All personal items are to be removed from the Chapel spaces immediately following the ceremony. This includes flower boxes, coat hangers, plastic covers, etc.
20. By Naval regulations, neither Chaplains nor Religious Program Specialists (RPs) may accept money or gifts for their services. (If a civilian clergy is officiating, the bridal couple is responsible for all financial arrangements.) However, donations may be given to the

ENCLOSURE (4)

31 Oct 95

Chapel's Religious Offering Fund for use in charitable projects. Such checks should be made payable to "MCAS Religious Offering Fund" and given to the Duty RP or dropped in the collection.

21. The Chapel is to be returned to the condition it was in prior to your scheduled event. Any cleaning required to restore the Chapel's appearance or repairs necessary due to damage will be charged to the sponsor of the event.

22. As a courtesy, we ask that you notify the Chaplain's Office at 466-4001/4003 in the event of a change in plans.

23. Weddings will be conducted at Memorial Chapel according to the laws of North Carolina. Licenses may be purchased (\$40 cash) at the Register of Deeds Office, 406 Craven Street, New Bern, ph: 636-6617. They are open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The marriage license is given to the officiant and also requires two witnesses' signatures. North Carolina law requires persons desiring to marry to be 16 with parental consent, 18 without it. Under age 20, parties must have proof of age, namely, a certified copy of birth certificate with raised seal; age 20 and over, driver's license, military ID, or birth certificate is acceptable. NOTE: All military personnel attached to commands aboard MCAS who are 26 years old and younger and planning to be married, or who have recently gotten married, are required to attend a mandatory Pre-Marriage Clinic. The Clinic is held the first Tuesday of each month in the Fellowship Chapel from 0730-1545. Prior registration is necessary.

ENCLOSURE (4)

APPLICATION FOR USE OF BUILDING 229

TODAY'S DATE _____ HOME/WORK PHONE NOS _____

RANK AND NAME OF REQUESTER _____

UNIT/ORGANIZATION _____

TYPE OF ACTIVITY/EVENT _____

DATE OF ACTIVITY/EVENT _____ TIME: _____ TO _____

LOCATION REQUESTED: [] KITCHEN/DINING AREA
[] DOWNSTAIRS NURSERY AREA
[] ADULT CLASSROOM (UPSTAIRS)
[] CLASSROOM (DOWNSTAIRS)

NUMBER OF GUESTS/PARTICIPANTS _____

SPECIAL EQUIPMENT, SET-UP, ETC. _____

IF THE REQUESTED ACTIVITY/EVENT IS FOR TRAINING, INDICATE TYPE OF
TRAINING BEING HELD: _____

ARE YOU REQUESTING TRAINING EQUIPMENT? _____ IF YES, INDICATE TYPE.

IF APPLICABLE, NAME OF RESPONSIBLE PERSON OTHER THAN REQUESTER
INVOLVED IN ACTIVITY/EVENT _____

IF KNOWN, ADDRESS _____ PHONE _____

I HAVE READ THE "MEMORANDUM OF UNDERSTANDING FOR USING BLDG 229"
AND WILL COMPLY WITH ALL RULES.

SIGNATURE

DATE

* * * * *

Application Approved/Disapproved _____ Date _____

ENCLOSURE (5)

MEMORANDUM OF UNDERSTANDING FOR USING BUILDING 229

1. Sign up for use of Bldg 229 in the Secretary's Office, Bldg 100, Memorial Chapel, Monday - Friday, 0730-1615. An application form must be completed and approved by the Command Chaplain or assigned representative prior to using Bldg 229.
2. The Responsible Person or Group in charge of the activity or function must pick up the key to Bldg 229 at the Chapel during normal working hours mentioned above. Please check and lock all exterior doors before returning the key to the Chapel. Key must be returned the first workday after use, or if applicable, after scheduled events are completed.
3. Setup and breakdown from any activity, event, or training session is the responsibility of the Responsible Person or Group Leader. If furniture is moved, return it to its original position.
4. Any decorations used must be affixed with tape (scotch or masking only), or thumb tacks on bulletin boards.
5. Some items of training equipment can be checked out from the Chapel. All items must be returned after the event.
6. Building 229 is not normally to be used for baby sitting unless a parent is present for a function taking place in Bldg 229. An adult must be in the room with the children at all times.
7. No alcoholic beverages are allowed in Bldg 229.
8. No smoking is allowed in Bldg 229.
9. No children are allowed in the kitchen, and no food is permitted outside of the dining area.
10. All Bldg 229 spaces and equipment used for an activity shall be cleaned by the person or group using the building. Charges for any cleaning needed to restore the spaces appearance, or repairs necessary due to damage or broken items will be billed to the Responsible Unit; the loss of privilege of using Bldg 229 may also result.
11. Cleaning supplies and trash bags are located in the hallway closet across from the kitchen door. Trash must be taken out and placed in the dumpster outside Bldg 229. Return all cleaning supplies to the closet when done. All lights and window air conditioners must be turned off.
12. In case of an emergency, call 911 for police, medical, or fire department. Report any accidents, damage, or incidents to the Chapel Staff as soon as possible. The Chapel phone numbers are: 466-4001/4003.

ENCLOSURE (6)